

# Court of Appeals

STATE OF COLORADO  
Ralph L. Carr Judicial Center  
2 East 14<sup>th</sup> Avenue  
DENVER, COLORADO 80203  
(720) 625-5164

**Christopher Ryan**  
Clerk of Court

**Pauline Brock**  
Chief Deputy Clerk of Court

## **POLICY REGARDING PLEADINGS FILED BY FAX BY SELF-REPRESENTED PARTIES**

The Court of Appeals has revised its policy and, effective June 3, 2013, will accept certain types of pleadings by **fax only by self-represented parties**. Parties represented by counsel must use the ICCES e-file system for any electronic filing with the Court of Appeals. All faxed pleadings by self-represented parties must be in accordance with C.R.C.P. 121, Section 1-25 and this policy statement.

When filing by fax, the original document shall not be submitted to the court. The self-represented party filing a pleading by fax shall retain the original document for production to the court, if requested to do so.

The fax number for the Court of Appeals clerk's office is (720) 625-5148. This is the only number that can be used for this purpose. Any type of pleading will be accepted by fax except those listed below.

The following types of pleading will NOT BE ACCEPTED by fax:

- Any type of pleading which requires a docket fee,
- Notice of Appeal,
- All types of briefs,
- Supplemental Authorities,
- Petitions for Rehearing, and
- Any motion filed after an appeal is briefed and the case is placed "at issue" for resolution by a 3-Judge panel.